



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

November 16, 2011

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

PRESENT: Mayor Russell Killen, Mayor Pro Tem Mike Chalk, Councilors Jeff Eddins, Terry Gleason, Tim Poirier, and James Roberson.

ABSENT: No one.

Staff Members Present: Clyde Holt, Town Attorney; Seth Lawless, Town Manager; Suzanne Yeatts, Town Clerk/HR Director; Chris Hills, Planning Director; Fred Boone, Town Engineer; Tracy Pedigo, Public Works Director; Jimmy Overton, Finance Director; Jeff Triezenberg, Senior Planner; Shawn Brown, Public Safety Director; Brent Quick, Purchasing Agent.

Meeting called to order by Mayor Killen at 7:00 p.m.

WELCOME

Welcome by Mayor Killen.

INVOCATION

Invocation given by Mayor Pro Tem Chalk.

ITEM I. ADOPTION OF AGENDA

...Motion by Councilor Eddins to adopt the agenda. Motion seconded by Councilor Poirier and carried unanimously.

ITEM II. APPROVAL OF MINUTES November 7, 2011

...Motion by Councilor Roberson to approve the minutes from November 7, 2011. Motion seconded by Councilor Gleason and carried unanimously.

ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

- A. Introduction of Brent Quick, Purchasing Agent
Jimmy Overton, Finance Director, introduced newly hired Purchasing Agent Brent Quick.

Mayor Killen welcomed Mr. Quick to Knightdale.

- B. Audit Presentation
Finance Director Jimmy Overton presented the Comprehensive Annual Financial Report.

Emily Mills, CPA, reviewed the Management letter issued as part of the annual audit and noted areas of concern suggesting improvement in various areas.

ITEM IV. PUBLIC

Anyone may speak on an issue not included on tonight's agenda. Before speaking, please state your name and address.

- A. Open to the Public
No one approached.
- B. Report on Citizen Inquiries
None at this time.

ITEM V. CONSENT AGENDA

- A. Budget Amendment #2012-03 Hodge Road Siphon Project Close Out
Adopt Budget Amendment #2012-03.
- B. Resolution to Close Streets for Tree Lighting and Parade
RES #11-11-16-001
Adopt Resolution #11-11-16-001.

...Motion by Councilor Poirier to adopt the consent agenda. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

ITEM VI. ACTIONS REQUIRING PUBLIC HEARINGS

If you anticipate speaking during a public hearing at tonight's meeting, print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces

that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.
None at this time.

ITEM VII. SET PUBLIC HEARINGS

AN-4-11 Crosstie Street Right of Way Annexation
RES #11-11-16-002

Jeff Triezenberg, Senior Planner, presented a voluntary annexation petition for approximately 1.29 acres of Town owned right-of-way for Crosstie Street and recommended setting the date of a public hearing for December 5, 2011.

...Motion by Councilor Eddins to adopt Resolution #11-11-16-002 setting the date of public hearing for December 5, 2011. Motion seconded by Councilor Gleason and carried unanimously.

ITEM VIII. TOWN ATTORNEY
Nothing at this time.

ITEM IX. OLD BUSINESS
None at this time.

ITEM X. NEW BUSINESS

A. Website Re-Design Update

Planner Jeff Triezenberg updated Council on the Website Re-Design Project and presented a timeline noting the project should be completed within a 4 month period.

Mayor Killen volunteered to be a part of the website re-design team.

B. Pedestrian Planning Grant Contract Award

Planner Jeff Triezenberg reported receiving proposals from 5 firms for the production of a Comprehensive Pedestrian Plan and recommended awarding the contract to Withers & Ravenel for a total project cost of \$40,000 of which \$28,000 will be reimbursed by NCDOT through the Pedestrian Planning Grant.

...Motion by Mayor Pro Tem Chalk to confirm results of the Selection Committee and authorize the Town Manager to execute a contract for services with Withers & Ravenel. Motion seconded by Councilor Poirier and carried unanimously.

C. Engineering Services Agreement – Barnhill

Town Manager Seth Lawless presented a proposal from Barnhill Contracting Company to review construction documents, identify potential

cost savings, pre-qualify contractors, and to provide a pre-bid estimate for the new park project noting this would ensure the highest quality of construction. The proposal totaled \$8,780.

...Motion by Mayor Pro Tem Chalk to approve Pre-construction Agreement with Barnhill Contracting Company. Motion seconded by Councilor Eddins and carried unanimously.

ITEM XI. OTHER BUSINESS

Mayor Killen announced that tonight is Councilor Poirier's last full meeting after serving on the Town Council for the past 12 years and thanked him for his service.

Councilor Poirier made brief comments.

Mayor Killen announced that Dustin Tripp would begin his term as a member of the Town Council at the December 5, 2011 meeting.

Councilor Eddins reported that the caboose would be painted before the Tree Lighting and Parade events and thanked the Town Manager and Public Works Director for coordinating this donation to the Town.

ITEM XII. COMMITTEE REPORTS

A. Planning and Engineering

No report.

B. Finance

No report.

C. Public Safety

No report.

D. Nominating

No report.

E. Liaison Reports

No report.

ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

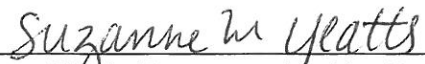
Not at this time.

ITEM XIV. ADJOURNMENT

...Motion by Councilor Poirier to adjourn at 7:50 p.m. Motion seconded by Councilor Gleason and carried unanimously.



Mayor Russell B. Killen



Town Clerk Suzanne M. Yeatts